

Appendices

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APPENDIX A

City of Alexandria Compensation Philosophy

The Compensation Philosophy was recommended by the Council Committee on the Watson Wyatt Report. This Council Committee reviewed compensation issues during the FY 1998 budget deliberations. City Council held a public hearing on the Compensation Philosophy on May 17, 1997, and adopted this final Compensation Philosophy on May 27, 1997.

Overview

The statement of compensation philosophy is intended to provide a broad framework for the City Council, management, employees and the citizens in order to understand and guide decisions that affect pay. It is designed to reflect the importance public employees play in the delivery of services and programs to this community, that compensation is a clear measure of that importance; and that there is fair and equitable treatment of all employees, regardless of race, gender, or disability, and in accordance with EEO/AA goals. In addition, the statement establishes the commitment and necessity to maintain comparability with jurisdictions who are most likely to affect recruitment and retention of employees.

Competitiveness and Comparability

The intent of the compensation philosophy is to maintain a competitive compensation program in order to attract, retain and motivate qualified employees. To that end, the following principles govern compensation programs:

- ◆ Pay programs are intended to be competitive at a minimum with the minimum, mid-point and maximum salaries, with emphasis on the mid-point, of comparator organizations in the primary labor market. The primary labor market is currently defined as the Washington Metropolitan area Counties of Arlington, Fairfax, Prince William, Montgomery and Prince George's.
- ◆ The City Manager may recommend that other comparators should be used (e.g., Commonwealth of Virginia, agencies of the Federal government, or private sector employers or industry groups) where information from the primary labor market is considered insufficient to attract and retain specific positions or classification groups.
- ◆ The City will use benchmark jobs to obtain information on minimum, mid-point and maximum salary for an assessment of pay competitiveness through reliably published compensation survey data.
- ◆ Every five years, the City Manager will request the Personnel Department to conduct a market study of benchmark positions to determine the competitive posture of the organization, and propose a plan of action, if needed, to bring any classes or classification series into competitive alignment and/or to address employee retention and turnover as needed. At any time the City Manager determines that any job classification needs to be reviewed more frequently than once every five years, necessary action may be taken to address the market position of such job.

- ◆ If a mid-point salary analysis shows that a position falls below market averages to the extent that attracting and retaining qualified employees may be jeopardized, the City Manager will propose action necessary to align the class with the competitive labor market for implementation at the next fiscal year or sooner, if financially feasible.

General Salary Adjustments

Annually, the City Manager will recommend a budget for general salary adjustments that is based upon:

- ◆ Overall competitive posture of the organization.
- ◆ Cost-of-living changes, as determined by the CPI-U-DC (Consumer Price Index-Urban-for the Washington Metropolitan Area, published monthly by the U.S. Department of Labor, Bureau of Labor Statistics).
- ◆ Comparator organizations in the primary labor market.
- ◆ Financial affordability.

Pay Scales

The City Manager will promulgate two pay scales that include steps, one for public safety and one for general City employees. The pay scales will provide information on salary increases within a particular grade that an employee may expect from year-to-year if performing satisfactorily. Both the public safety and general City employee pay scales will have the same progression rules and step increases.

For all employees, the percentage increases in the salary schedule from year-to-year will not be the same amount every year in a particular grade, but will have some variability to reflect length of service and base salaries. To attract and retain employees in the early years of service, while base salaries are still relatively low, the percentage increase may be higher than for more senior employees, who are performing satisfactorily, and gaining more experience and providing even greater value to the City, but have a higher base salary. However, in all cases, employees will know the number of years necessary to reach maximum pay in a particular grade, performance expectations to advance in-grade, and career development opportunities to advance to another grade.

The specific pay scales will be competitive with the minimum, mid-point and maximum salaries for the primary labor market, and will be adjusted whenever necessary to maintain market competitiveness.

Salary increases from the pay scale are a function of satisfactory performance and are based on merit. All employees should be made aware that such increases are a recognition of performance that meets or exceeds expectations. Performance standards and supervisory evaluations should stress that merit increases are not automatic.

Career Development Increases

The City Manager will direct the Personnel Department to develop a structure to provide salary increases to recognize the attainment of career levels and developmental milestones that assure that the City's career positions are paid comparably with those in the primary labor market. Such a structure enables existing employees in career ladder programs within the City to receive pay increases in addition to merit, and enables the City to target its pay to those employees who do grow in skill and capability to meet increased job responsibilities.

Education and Tuition Assistance

An objective in the compensation philosophy is to encourage and support advanced study, education and degree attainment for job-related courses and programs. The City Manager will direct the Personnel Department to prepare and disseminate procedures for applying for and receiving education and tuition assistance, including the academic grades or measures necessary for an employee to be reimbursed and the type of course work that is authorized. The amount to be budgeted for this program will be the average cost per employee of the budgets for the primary comparator jurisdictions.

Incentives

It is also the intent of the compensation philosophy to provide significant financial incentives for extraordinary and exemplary performance in two categories. First, with the recommendation of the City Manager and the approval of the City Council, an employee may be given a taxable cash award ranging from \$1,000 to \$10,000. Such awards are to be given only in those instances where performance or contributions are deemed unique, truly extraordinary, and significantly beneficial to the City.

Second, there should be a program for rewarding employees at any time who demonstrate exemplary performance significantly beyond the job expectations. Taxable cash awards in this category may be given to a maximum of \$500, with typical awards being between \$100 and \$250. The City Manager should recommend a specific budget allocation to be made available for awards in this category, with procedures for determining selection of incentive awards.

In either category, these awards are one-time cash awards and should not be considered increases in base salary or benefits.

Exceptions

Nothing in this compensation philosophy statement should be construed as a required benefit in the event that the City experiences a decline in revenue or revenue growth lower than the projected increase in expenses. "Revenue" is currently defined as the two largest components of operating revenue: the real property tax base and the projected total personal property tax base.

Appendix D

General Schedule Classification Plan

CLASS

CODE CLASS TITLE

OCCUPATIONAL GROUP

PAY PLAN: ADMINISTRATIVELY DETERMINED

5093	Admin. Aide/City Council	Administrative, Clerical and Office Services
2733	Assistant Court Administrator	Legal, Paralegal and Kindred
1030	City Attorney	Legal, Paralegal and Kindred
1071	City Clerk and Clerk of Council	Administrative, Clerical and Office Services
1096	City Manager	Policy Determining
1028	Clerk of the Circuit Court	Legal, Paralegal and Kindred
1029	Commonwealth's Attorney	Legal, Paralegal and Kindred
1090	Council Member	Policy Determining
2295	Court Administrator	Legal, Paralegal and Kindred
1139	Deputy City Clerk	Administrative, Clerical and Office Services
2254	Deputy Court Administrator	Legal, Paralegal and Kindred
1012	Director/Public Health	Medical, Dental, Hospital and Public Health
5385	Intern	Miscellaneous Occupations
1088	Mayor	Policy Determining
1089	Vice Mayor	Policy Determining
6002	Workshop Participant	Miscellaneous Occupations

General Schedule Classification Plan

GRADE AND SALARY: 01

\$25,019.27 to \$32,907.10

5013 Clinical Psychologist Trainee

Social Science and Welfare

GRADE AND SALARY: 02

\$25,255.97 to \$34,381.09

6015 Clerk I

Administrative, Clerical and Office Services

8020 Custodian

Equipment, Facilities and Services

8025 Laborer I

Equipment, Facilities and Services

5019 Library Page

Library and Archives

8015 Locker Room Attendant

Equipment, Facilities and Services

6001 Messenger

Administrative, Clerical and Office Services

GRADE AND SALARY: 03

\$25,169.72 to \$35,976.85

6069 Assistant Registrar I

Miscellaneous Occupations

6021 Delivery Clerk

Administrative, Clerical and Office Services

8040 Driver

Equipment, Facilities and Services

5554 Library Aide

Library and Archives

8035 Refuse Collector

Equipment, Facilities and Services

GRADE AND SALARY: 04

\$25,078.54 to \$37,638.86

8002 Apprentice Tree Trimmer

Equipment, Facilities and Services

6016 Clerk II

Administrative, Clerical and Office Services

6025 Clerk Typist I

Administrative, Clerical and Office Services

8003 Food Services Worker

Equipment, Facilities and Services

8044 Motor Vehicle Operator

Equipment, Facilities and Services

6062 Receptionist/Telephone Operator

Administrative, Clerical and Office Services

6032 Records Center Clerk

Administrative, Clerical and Office Services

8065 Traffic Services Worker I

Equipment, Facilities and Services

GRADE AND SALARY: 05

\$24,984.14 to \$39,372.03

6050 Account Clerk I

Accounting, Budget and Finance

6070 Assistant Registrar II

Miscellaneous Occupations

8082 Automotive Parts Driver

Equipment, Facilities and Services

6060 Data Entry Operator I

Automatic Data Processing

8030 Laborer II

Equipment, Facilities, and Services

6005 Mail Distribution/
Duplication Clerk

Administrative, Clerical and Office Services

5008 Program Aide I

Social Science and Welfare

5038 Recreation Leader I

Recreation

5116 School Crossing Guard

Public Safety and Education

8011 Security Monitor

Public Safety and Education

General Schedule Classification Plan

GRADE AND SALARY: 06

\$24,884.24 to \$41,175.32

5073	Adult Health Care Activities Assistant	Social Science and Welfare
6026	Clerk Typist II	Administrative, Clerical and Office Services
8001	Cook	Equipment, Facilities and Services
6505	Data Entry Operator II	Automatic Data Processing
6030	Medical Records Assistant	Administrative, Clerical and Office Services
6038	Personnel Clerk I	Personnel Management and Employee Relations
6089	Property Clerk	Public Safety and Enforcement
8016	Rod and Chain Operator	Engineering and Architecture

GRADE AND SALARY: 07

\$26,042.70 to \$43,092.19

6051	Account Clerk II	Accounting, Budget and Finance
3067	Assistant Food Services Specialist	Equipment, Facilities and Services
7004	Automotive Services Worker	Equipment, Facilities and Services
6023	Automotive Parts Specialist	Equipment, Facilities and Services
8041	Bus Driver	Equipment, Facilities and Services
5032	Case Aide	Social Science and Welfare
6027	Clerk Typist III	Administrative, Clerical and Office Services
3176	Electronic Publishing Office Specialist I	Automatic Data Processing
8045	Equipment Operator I	Equipment, Facilities and Services
5540	Laboratory Aide	Medical, Dental, Hospital and Public Health
5022	Library Assistant I	Library and Archives
5028	Museum Aide I	Information and Arts
5542	Pharmacy Assistant	Medical, Dental, Hospital and Public Health
5011	Program Aide II	Social Science and Welfare
6047	Records Clerk	Administrative, Clerical and Office Services
7006	Traffic Services Worker II	Equipment, Facilities and Services

GRADE AND SALARY: 08

\$27,257.75 to \$45,102.73

8004	Building Services Assistant	Engineering and Architecture
6008	Client Intake Services Worker	Administrative, Clerical and Office Services
3074	Computer Operator I	Automatic Data Processing
8052	Horticultural Assistant	Biological Sciences
5024	Library Assistant II	Library and Archives
8017	Maintenance Worker	Equipment, Facilities and Services
6039	Personnel Clerk II	Personnel Management and Employee Relations
5125	Parking Enforcement Officer I	Public Safety and Enforcement
5036	Recreation Leader II	Recreation
5016	Residential Detox Counselor I	Social Science and Welfare
6318	Secretary I	Administrative, Clerical & Office Services

General Schedule Classification Plan

3064 X-ray Technician	Medical, Dental, Hospital and Public Health
5063 Youth Advisor	Social Science and Welfare

GRADE AND SALARY: 09

\$28,624.58 to \$47,364.39

3179 Assistant Impounding Officer I	Public Safety and Enforcement
6071 Assistant Registrar III	Miscellaneous Occupations
5531 Communication Clerk/T&ES	Administrative, Clerical and Office Services
5006 Coordinator/Fleet Maintenance	Equipment, Facilities and Services
7010 Equipment Operator II	Equipment, Facilities and Services
5540 Lab Aide	Medical, Dental, Hospital & Public Health
7005 Laborer III	Equipment, Facilities and Services
3802 Mental Health/Mental Retardation Technician I	Social Science and Welfare
5029 Museum Aide II	Information and Arts
5074 Museum Technician	Information and Arts
5007 Planning Assistant I	Planning and Urban Development
6014 Police Services Clerk	Public Safety and Enforcement
5548 Public Health Nurse Aide	Medical, Dental, Hospital & Public Health
7002 Sign Fabricator	Equipment, Facilities and Services
3001 Supervisory Custodian	Equipment, Facilities and Services

GRADE AND SALARY: 10

\$29,877.61 to \$49,437.72

6052 Account Clerk III	Accounting, Budget and Finance
3075 Computer Operator II	Automatic Data Processing
3816 Dental Assistant	Medical, Dental, Hospital & Public Health
7033 Equipment Maintenance Specialist	Equipment, Facilities and Services
5121 Horticultural Specialist	Biological Sciences
6909 Legal Secretary I	Administrative, Clerical and Office Services
5026 Library Assistant III	Library and Archives
3796 Licensed Practical Nurse	Medical, Dental, Hospital and Public Health
3198 Medical Records Technician	Administrative, Clerical and Office Services
7045 Offset Press Operator I	Equipment, Facilities and Services
5126 Parking Enforcement Officer II	Public Safety and Enforcement
5035 Recreation Leader III	Recreation
3215 Sanitation Inspector	Public Safety and Enforcement
6319 Secretary II	Administrative, Clerical and Office Services
3818 Supervisory Bus Driver	Equipment, Facilities and Services
5448 Supervisor/Shelter	Social Science and Welfare
7035 Traffic Services Worker III	Equipment, Facilities and Services
3213 Transit Services Assistant	Transportation and Environmental Services

General Schedule Classification Plan

GRADE AND SALARY: 11

\$31,288.28 to \$51,771.93

5111	Administrative Technician	Administrative, Clerical and Office Services
4109	Assistant Dockmaster	Business and Industry
3160	Assistant Impounding Officer II	Public Safety and Enforcement
7018	Carpenter	Equipment, Facilities and Services
3188	code Enforcement Inspector I	Engineering and Architecture
3095	Coordinator/Building Services I	Equipment, Facilities and Services
5120	Crime Prevention Technician	Public Safety and Enforcement
6506	Data Entry Operator III	Automatic Data Processing
3181	Electronic Publishing Office Specialist II	Automatic Data Processing
3140	Eligibility Worker I	Social Science and Welfare
3045	Engineering Aide I	Engineering and Architecture
6043	Executive Secretary	Administrative, Clerical and Office Services
3219	Fire Training Assistant	Personnel Management and Employee Relations
7015	Heavy Equipment Operator	Equipment, Facilities and Services
5023	Library Associate I	Library and Archives
6869	Management Information Clerk	Automatic Data Processing
3804	Mental Health/Mental Retardation Technician II	Social Science and Welfare
3123	Personnel Assistant	Personnel Management and Employee Relations
6024	Personnel Clerk III	Personnel Management and Employee Relations
5550	Pharmacy Technician	Medical, Dental, Hospital and Public Health
5009	Planning Assistant II	Planning and Urban Development
5127	Parking Enforcement Officer II	Public Safety and Enforcement
3207	Purchasing Technician	Procurement and Supply
5105	Residential Counselor	Social Science and Welfare
5017	Residential Detox Counselor II	Social Science and Welfare
3267	Revenue Collection Specialist I	Business and Industry
7034	Tree Trimmer	Equipment, Facilities and Services

GRADE AND SALARY: 12

\$32,762.91 to \$54,211.98

3206	Account Clerk IV	Accounting, Budget and Finance
7007	Apprentice Mechanic	Equipment, Facilities and Services
3071	Computer Operator III	Automatic Data Processing
3146	Community Services Specialist I	Social Science and Welfare
3231	Contract Technician	Procurement and Supply
3100	Coordinator/Building Services II	Equipment, Facilities and Services
3763	Emergency Communications Technician	Public Safety and Enforcement
3835	ITS Scheduler/Operations Librarian	Automatic Data Processing
7050	Offset Press Operator II	Equipment, Facilities and Services
3153	Park Facilities Specialist	Equipment, Facilities and Services

General Schedule Classification Plan

3137	Planning Technician	Planning and Urban Development
3197	Police Driving Instructor	Public Safety and Enforcement
2137	Rehabilitation Vocational Counselor I	Social Science and Welfare
6034	Secretary III	Administrative, Clerical and Office Services
3195	Special Police Officer	Public Safety and Enforcement
3126	Supervisory Account Clerk	Accounting, Budget and Finance
3831	Supervisory/School Crossing Guard	Public Safety and Enforcement
2453	Therapeutic Recreation Leader	Medical, Dental, Hospital and Public Health
7040	Traffic Signal Repair Technician	Equipment, Facilities and Services

GRADE AND SALARY: 13

\$34,311.91 to \$56,775.07

2291	Administrative Assistant	Administrative Clerical and Office Services
3235	Assessment Records Specialist	Business and Industry
3150	Building Systems Technician	Equipment, Facilities and Services
3025	Caseworker	Social Science and Welfare
3223	Coordinator/Family Advocacy Project	Social Science and Welfare
2601	Curator I	Information and Arts
3205	Electronic Publishing Office Specialist III	Automatic Data Processing
3148	Code Enforcement Inspector II	Engineering and Architecture
3155	Employment and Training Specialist	Social Science and Welfare
3192	Engineering Aide II	Engineering and Architecture
3065	Epidemiology Program Representative	Medical, Dental, Hospital and Public Health
7031	Facilities Maintenance Specialist	Equipment, Facilities and Services
3244	Food Services Specialist	Equipment, Facilities and Services
3815	Impounding Officer	Public Safety and Enforcement
6910	Legal Secretary II	Administrative Clerical and Office Services
5025	Library Associate II	Library and Archives
3161	Personnel Technician	Personnel Management and Employee Relations
3082	Real Estate Appraiser I	Business and Industry
5034	Recreation Leader IV	Recreation
2334	Recreation Specialist	Recreation
2319	Relocation Advisor I	Housing
3268	Revenue Collection Specialist II	Business and Industry
3121	Sewer Inspector (TV)	Equipment, Facilities and Services
5113	Supervisory Administrative Technician	Administrative, Clerical and Office Services
3248	Supervisory/Battered Women Shelter	Social Science and Welfare
3008	Supervisor/Labor	Equipment, Facilities and Services

General Schedule Classification Plan

3201	Supervisory/Parking Enforcement Officer	Public Safety and Enforcement
3120	Supervisor/Records	Administrative, Clerical and Office Services
2040	Supervisor/Recreation Leader I	Recreation
3273	Surveillance Officer	Engineering and Architecture
3038	Survey Instrument Operator	Engineering and Architecture
3099	Traffic Survey Technician	Transportation and Environmental Services
3824	Victim-Witness Specialist I	Legal, Paralegal and Kindred

GRADE AND SALARY: 14

\$36,044.44 to \$59,641.84

3115	Accounting Technician	Accounting, Budget and Finance
3225	Assistant Superintendent/ Solid Waste	Equipment, Facilities and Services
7020	Automotive Mechanic	Equipment, Facilities and Services
3157	Automotive Services Advisor	Equipment, Facilities and Services
3189	Code Enforcement Inspector II	Engineering and Architecture
3106	Coordinator/Building Services III	Equipment, Facilities and Services
3836	Customer Support Engineer I	Automatic Data Processing
4110	Dockmaster	Business and Industry
3239	Emergency Management Outreach Specialist	Public Safety and Enforcement
3860	Latent Print Examiner	Public Safety and Enforcement
3839	Law Clerk I	Legal, Paralegal and Kindred
2612	Museum Education Specialist	Information and Arts
3832	Outreach/Prevention Specialist	Social Science and Welfare
3196	Police Range Officer	Public Safety and Enforcement
3142	Senior Eligibility Worker	Social Science and Welfare
3236	Senior Planning Technician	Planning and Urban Development
5110	Senior Residential Counselor	Social Science and Welfare
3232	Supervisory Cartographer	Planning and Urban Development
3041	Supervisor/Equipment Maintenance	Equipment, Facilities and Services
3260	Supervisor/Facilities Maintenance	Equipment, Facilities and Services
3028	Supervisor/Mail Distribution/ Duplication	Administrative, Clerical and Office Services
3169	Supervisor/Maintenance Project	Equipment, Facilities and Services
6044	Supervisory Secretary III	Administrative, Clerical and Office Services
2354	Therapist I	Social Science and Welfare
3233	Traffic Signal Repair Technician	Equipment, Facilities and Services
3101	Traffic Operations Technician	Transportation and Environmental Services
3825	Victim-Witness Specialist II	Legal, Paralegal and Kindred
5061	Volunteer Developer	Social Science and Welfare
3304	Zoning Inspector	Planning and Urban Development

General Schedule Classification Plan

GRADE AND SALARY: 15

\$37,841.48 to \$62,615.34

2316	Accountant I	Accounting, Budget and Finance
2371	Administrative Assistant/Mayor	Administrative, Clerical and Office Services
2339	Administrative Officer I	Administrative, Clerical and Office Services
2279	Assistant Director/ADHCC	Social Science and Welfare
3116	Assistant Superintendent/ Construction and Maintenance	Equipment, Facilities and Services
3113	Assistant Superintendent/ Transportation	Transportation and Environmental Services
3097	Buyer I	Procurement and Supply
2080	Civil Engineer I	Engineering and Architecture
3202	Community Services Specialist II	Social Science and Welfare
2315	Consumer and Citizens' Affairs Investigator	Business and Industry
2409	Contract Administrator	Procurement and Supply
3776	Contract Procurement Specialist	Business and Industry
2719	Coordinator/Employment Services	Social Science and Welfare
2327	Coordinator/Youth Services	Public Safety and Enforcement
2401	Educational Assistant	Social Science and Welfare
3141	Eligibility Fraud Investigator	Social Science and Welfare
2263	Fiscal Analyst	Accounting, Budget and Finance
3193	Hack Inspector	Public Safety and Enforcement
2309	Human Rights Investigator	Legal, Paralegal and Kindred
2231	Landscape Architect	Engineering and Architecture
2072	Librarian I	Library and Archives
2311	Landlord/Tenant Investigator	Housing
2055	Nutritionist	Medical, Dental, Hospital and Public Health
2338	Police Personnel Recruiter	Personnel Management and Employee Relations
3813	Polygraph Examiner	Public Safety and Enforcement
5545	Public Information Specialist	Information and Arts
2344	Recycling Program Specialist	Transportation and Environmental Services
3125	Research Historian	Library and Archives
2258	Safety Officer	Business and Industry
2292	Supervisory Administrative Assistant	Administrative, Clerical and Office Services
3768	Supervisory Emergency Communications Technician	Public Safety and Enforcement
2639	Telecommunications Specialist	Equipment Facilities, and Services
3015	T&ES Inspector I	Engineering and Architecture
3117	Traffic Computer Specialist	Automatic Data Processing
2092	Urban Planner I	Planning and Urban Development
3139	Vocational Services Specialist	Social Science and Welfare
2211	Youth Services Program Specialist	Social Science and Welfare

General Schedule Classification Plan

GRADE AND SALARY: 16		\$39,737.06 to \$65,751.92
3280 Assistant Superintendent/Parks and Facilities		Equipment, Facilities and Services
3290 Assistant Superintendent/Tree Maintenance		Equipment, Facilities and Services
3158 Automotive Diagnostician		Equipment, Facilities and Services
3834 Automotive Parts Manager		Equipment, Facilities and Services
2252 Behavior Management Specialist		Social Science and Welfare
2397 Coordinator/Employee Development Program		Personnel Management & Employee Relation Recreation
4023 Coordinator/Pool Site		Automatic Data Processing
3837 Customer Supporter Engineer II		Miscellaneous Occupations
1174 Deputy Registrar		
3184 Health and Community Education Specialist		Information and Arts
2163 Infant Development Specialist		Social Science and Welfare
3194 Lease Management Assistant		Business and Industry
2185 Management Analyst I		Administrative, Clerical and Office Services
3224 Park Manager		Equipment, Facilities and Services
2130 Personnel Analyst I		Personnel Management and Employee Relations
2060 Public Health Nurse I		Medical, Dental, Hospital and Public Health
2069 Registered Nurse		Medical, Dental, Hospital and Public Health
2244 Rehabilitation Vocational Counselor II		Social Science and Welfare
3269 Revenue Collection Specialist III		Business and Industry
2260 Sanitarian I		Medical, Dental, Hospital and Public Health
2449 Supervisor/Therapeutic Recreation Leader I		Medical, Dental, Hospital and Public Health
3234 Supervisor/Traffic Signal Repair		Equipment, Facilities and Services
3039 Survey Party Chief		Engineering and Architecture
3222 T&ES Inspector II		Engineering and Architecture
2452 Therapeutic Recreation Specialist		Medical, Dental, Hospital and Public Health
2355 Therapist II		Social Science and Welfare
2378 Transit Specialist		Transportation and Environmental Services
GRADE AND SALARY: 17		\$41,721.36 to \$69,035.29
2465 Arborist		Biological Sciences
2057 Audiologist		Medical, Dental, Hospital and Public Health
3190 Code Enforcement Inspector III		Engineering and Architecture
2357 Coordinator/Jury		Legal, Paralegal and Kindred
2128 Coordinator/Volunteer Services		Social Science and Welfare
2602 Curator II		Information and Arts
2297 Inmate Classification Counselor		Public Safety and Enforcement
2511 Internal Auditor I		Accounting, Budget and Finance

General Schedule Classification Plan

3047	Land Survey Analyst	Engineering and Architecture
2420	Law Clerk II	Legal, Paralegal and Kindred
2073	Librarian II	Library and Archives
3237	Maintenance and Renovation Specialist	Engineering and Architecture
7039	Master Electrician	Equipment, Facilities and Services
3107	Medical Laboratory Technician	Medical, Dental, Hospital and Public Health
2461	Naturalist I	Biological Sciences
2336	Police Personnel Specialist	Personnel Management and Employee Relations
3083	Real Estate Appraiser II	Business and Industry
2322	Relocation Advisor II	Housing
2030	Social Worker I	Social Science and Welfare
2349	Supervisory Administrative Officer I	Administrative, Clerical and Office Services
2690	Supervisor/Employment and Training	Social Science and Welfare
3063	Supervisor/Horticulture	Biological Sciences
2251	Supervisory Nutritionist	Medical, Dental, Hospital and Public Health
2041	Supervisor/Recreation Leader II	Recreation
3128	Supervisor/Technical	Equipment, Facilities and Services
3002	Superintendent/Refuse Collection	Equipment, Facilities and Services
3183	Superintendent/Refuse Disposal and Street Cleaning	Equipment, Facilities and Services

GRADE AND SALARY: 18

\$43,810.81 to \$72,492.64

2325	Assistant Vocational Services Manager	Social Science and Welfare
2306	Buyer II	Procurement and Supply
2082	Civil Engineer II	Engineering and Architecture
3180	Computer Programmer	Automatic Data Processing
2633	Computer Systems Analyst I	Automatic Data Processing
3773	Construction Field Representative	Engineering and Architecture
2352	Coordinator/ASAP	Legal, Paralegal and Kindred
2395	Coordinator I/Community Service Programs	Social Science and Welfare
3822	Coordinator I /Rehabilitation Loan	Housing
2470	Coordinator/Special Services	Recreation
3838	Customer Support Engineer III	Automatic Date Processing
3228	GIS Specialist	Planning and Urban Development
2307	Law Librarian	Library and Archives
3250	Network Engineer I	Automatic Data Processing
2514	Pharmacist I	Medical, Dental, Hospital and Public Health
3154	Plans Examiner	Engineering and Architecture

General Schedule Classification Plan

2410	Senior Contract Administrator	Procurement and Supply
2364	Supervisory Administrative Assistant to Counsel	Administrative, Clerical and Office Services
3220	Supervisory Automotive Mechanic/Advisor	Equipment, Facilities and Services
3217	Supervisory Graphic Artist	Information and Arts
3091	Supervisor/Personal Property Tax	Business and Industry
3226	T&ES Inspector III	Engineering and Architecture
2358	Transportation Information Specialist	Transportation and Environmental Services

GRADE AND SALARY: 19

\$45,997.17 to \$76,110.35

2317	Accountant II	Accounting, Budget and Finance
3819	Air Pollution Control Specialist	Transportation and Environmental Services
2129	Budget/Management Analyst I	Accounting, Budget and Finance
2737	Code Enforcement Engineer I	Engineering and Architecture
2743	Communications Officer	Information and Arts
2380	Computer Programmer/Analyst I	Automatic Data Processing
2644	Computer Systems Analyst II	Automatic Data Processing
2209	Coordinator/Assisted Residential Services	Social Science and Welfare
3129	Coordinator/Fire Emergency Communications	Public Safety and Enforcement
2234	Coordinator/Housing Program	Housing
2161	Coordinator/Vocational and Pre-vocational Services	Social Science and Welfare
2393	Epidemiologist	Medical, Dental, Hospital and Public Health
2341	Fiscal Officer I	Accounting, Budget and Finance
2119	Housing Analyst	Housing
2074	Librarian III	Library and Archives
2090	Mechanical Engineer	Engineering and Architecture
2131	Personnel Analyst II	Personnel Management and Employee Relations
2689	Program Analyst	Administrative, Clerical and Office Services
2363	Probation Officer	Public Safety and Enforcement
2285	Public Health Nurse II	Medical, Dental, Hospital and Public Health
2388	Public Safety Information Officer	Information and Arts
2415	Quality Assurance Specialist	Social Science and Welfare
2177	Real Estate Officer	Housing
2298	Records Administrator/Archivist	Administrative, Clerical and Office Services
2421	Records Manager	Administrative, Clerical and Office Services
3272	Revenue Collections Specialist IV	Business and Industry

General Schedule Classification Plan

2261	Sanitarian II	Medical, Dental, Hospital and Public Health
2394	Supervisor Alexandria Community Corrections Programs	Public Safety and Enforcement
3191	Supervisor/Code Enforcement Field	Information and Arts
2419	Supervisor/Community Affairs	Information and Arts
2026	Supervisor/Eligibility	Social Science and Welfare
3152	Supervisor/Existing Structure Inspector	Engineering and Architecture
3827	Supervisor/Identification	Public Safety and Enforcement
2333	Supervisor/Recreation Leader III	Recreation
2232	Supervisory Registered Nurse	Medical, Dental, Hospital and Public Health
3040	Superintendent/Construction and Maintenance	Equipment, Facilities and Services
3035	Superintendent/Parks and Facilities Maintenance	Equipment, Facilities and Services
3033	Superintendent/Transportation	Transportation and Environmental Services
2093	Urban Planner II	Planning and Urban Development
2736	Water Quality Comp Specialist	Transportation and Environmental Services

GRADE AND SALARY: 20

\$48,294.42 to \$79,911.58

2340	Administrative Officer II	Administrative, Clerical and Office Services
2801	Archaeologist	Information and Arts
2464	City Arborist	Biological Sciences
2084	Civil Engineer III	Engineering and Architecture
2740	Code Enforcement Engineer III	Engineering and Architecture
2655	Computer Systems Analyst III	Automatic Data Processing
2212	Coordinator/Community and Family Advocacy	Social Science and Welfare
2305	Coordinator/Emergency Planning	Public Safety and Enforcement
2730	Coordinator/Information Technology Services	Automatic Data Processing
2296	Program Coordinator	Social Science and Welfare
3823	Coordinator II /Rehabilitation Loan	Housing
2302	Coordinator/Site Plan/ Administrative Assistant	Planning and Urban Development
2403	Coordinator/Telecommunications	Equipment, Facilities, and Services
2229	Coordinator/Victim-Witness Assistance	Legal, Paralegal and Kindred
1230	Director/Adult Day Services Center	Social Science and Welfare

General Schedule Classification Plan

2276	Director/Elderly Assisted Living Program	Social Science and Welfare
2301	Early Childhood Development Training Specialist	Social Science and Welfare
2418	Emergency Management Analyst	Public Safety and Enforcement
2426	Emergency Management/Citizen Corporation Liaison	Public Safety and Enforcement
2342	Fiscal Officer II	Accounting, Budget and Finance
4098	Inmate Records/Classification Manager	Public Safety and Enforcement
2416	Librarian IV	Library and Archives
2186	Management Analyst II	Administrative, Clerical and Office Services
2460	Naturalist II	Biological Sciences
3251	Network Engineer II	Automatic Data Processing
2250	Nurse Practitioner	Medical, Dental, Hospital and Public Health
2560	Psychiatric Nurse	Medical, Dental, Hospital and Public Health
2286	Public Health Nurse III	Medical, Dental, Hospital and Public Health
2031	Social Worker II	Social Science and Welfare
2411	Space Planner	Planning and Urban Development
2413	Senior Probation Officer	Public Safety and Enforcement
3084	Senior Real Estate Appraiser	Business and Industry
3209	Supervisor/Electronic Publishing Office	Automatic Data Processing
2024	Supervisor/Business and Professional Licence	Business and Industry
2454	Supervisor/Fire Personnel	Personnel Management and Employee Relations
2335	Supervisor/Police Personnel and Training	Personnel Management and Employee Relations
2042	Supervisor/Recreation Leader IV	Recreation
2300	Supervisor/Revenue	Business and Industry
3266	Supervisor/Tax Services & Enforcement	Business and Industry
2450	Supervisor/Therapeutic Recreation Leader II	Medical, Dental, Hospital and Public Health
3229	Systems Programmer Specialist	Automatic Data Processing
2368	Traffic Signal Systems Engineer	Engineering and Architecture
2310	Transportation Planner	Transportation and Environmental Services
2348	Watershed Program Administrator	Engineering and Architecture

GRADE AND SALARY: 21

\$50,709.64 to \$83,907.99

2018	Assistant City Attorney I	Legal, Paralegal and Kindred
2015	Assistant Commonwealth's Attorney I	Legal, Paralegal and Kindred

General Schedule Classification Plan

2168	Budget/Management Analyst II	Accounting, Budget and Finance
2323	Buyer III	Procurement and Supply
2321	Circuit Court Law Clerk	Legal, Paralegal and Kindred
2741	Code Enforcement Engineer III	Engineering and Architecture
2379	Computer Programmer/Analyst II	Automatic Data Processing
2396	Coordinator II/Community Services Program	Social Science and Welfare
2162	Coordinator/Residential Services	Social Science and Welfare
1164	Coordinator/Transportation	Transportation and Environmental Services
1118	Director/Museum	Information and Arts
1148	Division Chief/Communications	Equipment, Facilities and Services
1017	Elections Administrator	Policy Determining
2417	Librarian V	Library and Archives
2107	Pharmacist II	Medical, Dental, Hospital and Public Health
2381	Radio System Manager	Public Safety and Enforcement
1070	Registrar	Policy Determining
2406	Supervisor/Business Tax Audit	Business and Industry
2369	Supervisor/Crime Analysis	Automatic Data Processing
2320	Supervisor/Financial Reporting	Accounting, Budget and Finance
2326	Supervisor/Fire Maintenance	Public Safety and Enforcement
2062	Supervisor/Public Health Nurse	Medical, Dental, Hospital and Public Health
2241	Supervisor/Recreation Leader V	Recreation
2709	Supervisory/Sanitarian	Medical, Dental, Hospital and Public Health
2367	Supervisor/Treasury	Accounting, Budget and Finance
2356	Therapist III	Social Science and Welfare
2384	Urban Designer	Planning and Urban Development
2094	Urban Planner III	Planning and Urban Development

GRADE AND SALARY: 22

\$53,241.22 to \$88,096.91

2362	Budget/Management Analyst III	Accounting, Budget and Finance
2308	Chief of Surveys	Engineering and Architecture
1107	City Archaeologist	Information and Arts
2386	Civil Engineer IV	Engineering and Architecture
2391	Computer Systems Analyst IV	Automatic Data Processing
1166	Consumer Affairs Administrator	Business and Industry
2290	Coordinator/Domestic Violence Program	Social Science and Welfare
2277	Coordinator/Long-Term Care Services	Social Science and Welfare
2324	Director/Alternative Programs	Public Safety and Enforcement
2281	Director/Residential Programs	Social Science and Welfare
1210	Division Chief/ITS Customer Services	Automatic Data Processing
2331	Human Services Program Administrator	Social Science and Welfare

General Schedule Classification Plan

2512	Internal Auditor II	Accounting, Budget and Finance
3255	Lotus Notes Support Engineer	Automatic Data Processing
3252	Network Engineer III	Automatic Data Processing
2083	Risk Manager	Business and Industry
2360	Senior Circuit Court Law Clerk	Legal, Paralegal and Kindred
2350	Supervisory Administrative Officer II	Administrative, Clerical and Office Services
2068	Supervisor/Court Services	Legal, Paralegal and Kindred
3171	Supervisor/Laboratory	Medical, Dental, Hospital and Public Health
2208	Supervisory Landscape Architect	Engineering and Architecture
2414	Supervisor/PIE Program	Social Science and Welfare
2687	Supervisory Program Analyst	Administrative, Clerical and Office Services
2032	Supervisory Social Worker	Social Science and Welfare
2373	Supervisory Therapist	Social Science and Welfare
2389	Supervisory Urban Planner	Planning and Urban Development

GRADE AND SALARY: 23

\$55,904.50 to \$92,503.81

1042	Affirmative Action Officer	Policy Determining
1086	Assistant to the City Manager	Administrative, Clerical and Office Services
2735	Business Facilitator	Business and Industry
2562	Clinical Psychologist I	Social Science and Welfare
2382	Computer Programmer/Analyst III	Automatic Data Processing
2370	Day Support Services Coordinator	Social Science and Welfare
2646	Database Administrator I	Automatic Data Processing
2565	Supervisor/Clinical Substance Abuse Services	Social Science and Welfare
2412	Engineering Supervisor	Engineering and Architecture
1160	Supervisor/Environmental Quality Program	Transportation and Environmental Services
2727	Web Architect	Automatic Data Processing

GRADE AND SALARY: 24

\$58,696.94 to \$97,124.38

2020	Assistant City Attorney II	Legal, Paralegal and Kindred
2016	Assistant Commonwealth's Attorney II	Legal, Paralegal and Kindred
2387	City Architect	Engineering and Architecture
2563	Clinical Psychologist II	Social Science and Welfare
2383	Computer Programmer/Analyst IV	Automatic Data Processing
2716	Coordinator/CJIS	Automatic Data Processing
1214	Coordinator/Emergency Management	Public Safety and Enforcement
2731	Coordinator/Organizational Development	Policy Determining

General Schedule Classification Plan

2734	Coordinator/Special Project/ Recreation	Administrative, Clerical and Office Services
2647	Database Administrator II	Automatic Data Processing
1067	Deputy Director/Office of Code Enforcement	Engineering and Architecture
1222	Director/Aging and Adult Services	Social Science and Welfare
1200	Director/ <i>Alexandria Works!</i>	Social Science and Welfare
1138	Director/Consultation and Education	Social Science and Welfare
1145	Director/Office for Early Childhood Development	Social Science and Welfare
1177	Director/Office of Economic Opportunities	Social Science and Welfare
1002	Director/Office of Employment and Training	Social Science and Welfare
1152	Director/Office on Youth	Social Science and Welfare
1167	Division Chief/Administrative Services	Administrative, Clerical and Office Services
1221	Division Chief/Capital Projects	Engineering and Architecture
1151	Division Chief/Construction	Engineering and Architecture
1209	Division Chief/Environmental Services	Transportation and Environmental Services
1181	Division Chief/Facilities Maintenance	Equipment, Facilities and Services
1225	Division Chief/GIS	Planning and Urban Development
1007	Division Chief/Housing Program Implementation	Housing
1034	Division Chief/Landlord-Tenant Relations	Housing
1940	Division Chief/Maintenance	Equipment, Facilities and Services
1933	Division Chief/Motor Equipment	Equipment, Facilities and Services
1149	Division Chief/Personnel Services	Personnel Management and Employee Relations
1228	Division Chief Quality Improvement	Social Science and Welfare
1041	Division Chief/Solid Waste	Equipment, Facilities and Services
1021	Division Chief/Treasury	Accounting, Budget and Finance
2728	Pension Administrator	Personnel Management and Employee Relations
1016	Purchasing Agent	Procurement and Supply
2422	Principal Development Planner	Planning and Urban Development
1016	Purchasing Agent	Procurement and Supply
1168	Supervisor/Chief of Eligibility	Social Science and Welfare
2559	Supervisor/Mental Health Team	Social Science and Welfare

General Schedule Classification Plan

GRADE AND SALARY: 25		\$61,625.48 to \$101,970.16
1229	Director/Acute Care Emergency Services Division	Social Science and Welfare
1162	Director/Community Support Program	Social Science and Welfare
1183	Director/Juvenile Mental Health Services Division	Social Science and Welfare
1204	Director/Office on Human Rights	Legal, Paralegal and Kindred
1099	Director/Office on Women	Social Science and Welfare
1131	Director/Outpatient Program/Mental Health	Social Science and Welfare
1154	Director/Research and Evaluation	Social Science and Welfare
1620	Division Chief/Design	Engineering and Architecture
1051	Division Chief/Planning & Zoning	Planning and Urban Development
1134	Division Chief/Recreation	Recreation
1013	Division Chief/Revenue Administration	Business and Industry
1185	Division Chief/Transit Services	Transportation and Environmental Services
1038	Division Chief/Transportation	Transportation and Environmental Services
2343	Fiscal Officer III	Accounting, Budget and Finance
GRADE AND SALARY: 26		\$64,708.98 to \$107,072.36
2372	Assistant City Attorney III	Legal, Paralegal and Kindred
2377	Assistant Commonwealth's Attorney III	Legal, Paralegal and Kindred
1941	Deputy Director/General Services	Equipment, Facilities and Services
1047	Deputy Director/Library	Library and Archives
1170	Deputy Director/Office of Housing	Housing
1190	Deputy Director/Personnel Services	Personnel Management and Employee Relations
1197	Deputy Finance Director/Comptroller	Accounting, Budget and Finance
2361	Director/Dental Services	Medical, Dental, Hospital and Public Health
1143	Director/Nursing	Medical, Dental, Hospital and Public Health
1227	Division Chief/Database Management	Automatic Data Processing
1226	Division Chief/Network Services	Automatic Data Processing
1216	Division Chief/Applications	Automatic Data Processing
1169	Chief Social Worker Supervisor	Social Science and Welfare

General Schedule Classification Plan

GRADE AND SALARY: 27

\$67,757.53 to \$112,116.71

1213	Associate Director/Acute and Emergency Services	Social Science and Welfare
1212	Associate Director/Administrative Services	Administrative, Clerical and Office Services
1211	Associate Director/Extended Care Services	Social Science and Welfare
2385	Assistant City Attorney IV	Legal, Paralegal and Kindred
2374	Assistant Commonwealth's Attorney IV	Legal, Paralegal and Kindred
1219	Deputy Director/Planning and Zoning	Planning and Urban Development
1936	Deputy Director/Real Estate Assessments	Business and Industry
1202	Deputy Director/Recreation and Natural Resources & Capital Projects	Recreation
1186	Deputy Director/Recreation/ Program Operations	Recreation
1635	Deputy Director/T&ES Engineering	Engineering and Architecture
1231	Director/Communications	Policy Determining
1135	Director/Court Services	Legal, Paralegal and Kindred
1216	Division Chief/Applications	Automatic Data Processing
1147	Division Chief/Environmental Health	Medical, Dental, Hospital and Public Health
1215	Division Chief/Network and Security Service	Automatic Data Processing
1188	Legislative Director	Policy Determining
1203	Special Assistant/Parks and Recreation	Recreation

GRADE AND SALARY: 28

\$71,145.38 to \$117,722.50

2376	Assistant City Attorney V	Legal, Paralegal and Kindred
2375	Assistant Commonwealth's Attorney V	Legal, Paralegal and Kindred
1063	Deputy Chief/Police	Public Safety and Enforcement
1189	Deputy Director/ITS	Automatic Data Processing
1636	Deputy Director/T&ES Operations	Transportation and Environmental Services
1208	Deputy Director/T&ES Transportation and Transit	Transportation and Environmental Services
1182	Deputy Fire Chief	Public Safety and Enforcement

General Schedule Classification Plan

1171	Director/Division of Community Programs	Social Science and Welfare
1196	Director/Division of Job Link	Social Science and Welfare
1059	Director/Office of Code Enforcement	Engineering and Architecture
1060	Director/Social Services Division	Social Science and Welfare
1058	Undersheriff	Public Safety and Enforcement
GRADE AND SALARY: 29		\$74,705.42 to \$123,613.21
2561	Clinical Psychiatrist	Medical, Dental, Hospital and Public Health
1132	Deputy Commonwealth's Attorney	Legal, Paralegal and Kindred
1091	Director/Office of Citizen Assistance	Policy Determining
1057	Director/Office of Historic Alexandria	Information and Arts
1056	Director/Real Estate Assessments	Business and Industry
1136	Medical Supervisor	Medical, Dental, Hospital and Public Health
GRADE AND SALARY: 30		\$78,436.67 to \$129,787.21
1023	Director/Finance	Accounting, Budget and Finance
1035	Director/General Services	Equipment, Facilities, and Services
1048	Director/Library	Library and Archives
1094	Director/Management & Budget	Accounting, Budget and Finance
1102	Director/Office of Housing	Housing
1066	Director/Personnel Services	Personnel Management and Employee Relations
1045	Director/Recreation, Parks and Cultural Activities	Recreation
2564	Senior Clinical Psychiatrist	Medical, Dental, Hospital and Public Health
GRADE AND SALARY: 31		\$82,352.86 to \$136,267.22
1032	Director/Human Services	Social Science and Welfare
1191	Director/ITS	Automatic Data Processing
1223	Director/Mental Health, Mental Retardation & Substance Abuse	Social Science and Welfare
1218	Director/Planning and Zoning	Planning and Urban Development
1039	Director/Transportation and Environmental Services	Transportation and Environmental Services
1079	Fire Chief	Public Safety and Enforcement
1062	Chief of Police	Public Safety and Enforcement
1098	Sheriff	Public Safety and Enforcement

General Schedule Classification Plan

GRADE AND SALARY: 32

\$86,470.69 to \$143,080.90

1095 Deputy City Manager

Policy Determining

Appendix E

Public Safety Classification Plan

CLASS CODE	CLASS TITLE	OCCUPATIONAL GROUP
GRADE AND SALARY: 08		\$39,737.06 to \$65,751.92
3163	Deputy Fire Marshal I	Public Safety and Enforcement
3828	Emergency Rescue Technician I	Medical, Dental, Hospital and Public Health
GRADE AND SALARY: 09		\$41,721.36 to \$69,035.29
4091	Deputy Sheriff I	Public Safety and Enforcement
4096	Deputy Sheriff II	Public Safety and Enforcement
4075	Fire Fighter I	Public Safety and Enforcement
4045	Police Officer I	Public Safety and Enforcement
4049	Police Officer II	Public Safety and Enforcement
GRADE AND SALARY: 10		\$43,810.81 to \$72,492.64
3164	Deputy Fire Marshal II	Public Safety and Enforcement
4097	Deputy Sheriff III	Public Safety and Enforcement
3829	Emergency Rescue Technician II	Medical, Dental, Hospital and Public Health
4074	Fire Fighter II	Public Safety and Enforcement
4046	Police Officer III	Public Safety and Enforcement
GRADE AND SALARY: 11		\$45,997.17 to \$76,110.35
4099	Deputy Sheriff IV	Public Safety and Enforcement
4048	Police Officer IV	Public Safety and Enforcement
GRADE AND SALARY: 12		\$48,294.42 to \$79,911.58
3165	Deputy Fire Marshal III	Public Safety and Enforcement
4050	Police Corporal	Public Safety and Enforcement
GRADE AND SALARY: 13		\$50,709.64 to \$83,907.99
3166	Deputy Fire Marshal/Chief	Public Safety and Enforcement

Public Safety Classification Plan

GRADE AND SALARY: 14

\$53,241.22 to \$88,096.91

3056 Deputy Sheriff/Sergeant	Public Safety and Enforcement
3830 Emergency Rescue Technician III	Medical, Dental, Hospital and Public Health
3833 Fire Lieutenant	Public Safety and Enforcement
3057 Police Sergeant	Public Safety and Enforcement

GRADE AND SALARY: 16

\$58,696.94 to \$97,124.38

2181 Deputy Sheriff/Lieutenant	Public Safety and Enforcement
2010 Fire Captain	Public Safety and Enforcement
1077 Fire Marshal	Public Safety and Enforcement
2012 Police Lieutenant	Public Safety and Enforcement

GRADE AND SALARY: 19

\$67,757.53 to \$112,116.71

2182 Deputy Sheriff/Captain	Public Safety and Enforcement
1116 Fire Battalion Chief	Public Safety and Enforcement
2013 Police Captain	Public Safety and Enforcement

GRADE AND SALARY: 20

\$71,145.38 to \$117,722.50

1156 Deputy Sheriff/Chief	Public Safety and Enforcement
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The Chief of Police, Fire Chief, Sheriff, Deputy Chief of Police, Deputy Fire Chief, and Undersheriff positions are reflected in the General Schedule Classification Plan (Appendix E).

Appendix F

FY 2007 Proposed City Holidays July 1, 2006 - June 30, 2007

Independence Day	Tuesday	July 4, 2006
Labor Day	Monday	September 4, 2006
Columbus Day	Monday	October 9, 2006
Thanksgiving Day	Thursday	November 23, 2006
Day after Thanksgiving (in lieu of Veteran's Day)	Friday	November 24, 2006
Christmas Eve (observed)	Monday	December 25, 2006
Christmas Day (observed)	Tuesday	December 26, 2006
New Year's Holiday (observed)	Monday	January 1, 2007
Martin Luther King, Jr. Day	Monday	January 15, 2007
President's Day	Monday	February 19, 2007
Memorial Day (observed)	Monday	May 28, 2007